

**EL CAMINO COLLEGE**  
**Planning & Budgeting Committee**  
**Minutes**  
**Date: October 1, 2015**

---

**MEMBERS PRESENT**

- |  |   |
|--|---|
| <input type="checkbox"/> Vacant - ECCE                                     | <input type="checkbox"/> William Garcia– Student & Comm Adv.                  |
| <input checked="" type="checkbox"/> Connie Fitzsimons – Academic Affairs   | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Jackie Sims -Management/Supervisors               | <input type="checkbox"/> Dean Starkey – Campus Police                         |
| <input checked="" type="checkbox"/> Ken Key - ECCFT                        | <input checked="" type="checkbox"/> Nicole Mardesich – ASO, Student Rep.      |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Lance Widman - Academic Senate                       |

**Other Attendees: Members:** E. Rader, **Support:** I. Graff, J. Nishime, J. Shankweiler

---

The meeting was called to order at 1:05 p.m.

A quorum was not present at the beginning of the meeting. Another member showed up and the minutes were approved at the end of the meeting.

**PBC Evaluation**– R. Natividad (Handout)

1. The committee reviewed a copy of the 2015 PBC evaluation. The committee asked if there were any changes they wanted to make. There was discussion about future changes and ways to address any areas of lacking information
2. A concern was expressed that since the committee does everything well; weakness may not show up as easily, specifically from the written comments section where issues are usually accentuated. It was suggested when feedback is received from the comment section of the survey on specific topics or areas of emphasis, the committee can discuss these items and devise a plan on how to address these matters. It was noted question 14 on the survey would be a good place to collect this information as it specifically deals with comments. It was noted this process would be a great way to acquire some goals and see what tasks are important to the various groups.
3. It was mentioned the evaluation used by PBC was noted as one of the best evaluations of all the collegial consultation committees and has been used as a model for these committees to utilize. A suggestion was made to add goals to the survey in order to see if we have accomplished stated goals at the end of the year.
4. A correction was noted on the PBC evaluation under A. Planning, (1). The term Accreditation Self-Study was changed to Accreditation Self-Evaluation. It was also agreed that the three areas on question 1 (Accreditation Self-Evaluation, Comprehensive Master Plan and annual plans) be broken out to receive individual feedback on each one.
5. A concern was expressed that we may not receive enough survey results from a good cross section of all the committee members on PBC. It was noted next time it will be stressed that all committee members take part in the survey as it is valuable information. The hope is to obtain over 20 results including those who represent members and support.
6. A committee member expressed the desire to make sure the chair and the committee facilitates presentations from the various constituencies and campus committees; such as, enrollment management, the Master Plan, etc. The committee member opened a discussion with regards to the

role of a committee chair and what are the chair's duties. It was mentioned if there was a particular item the committee wanted a follow-up on, the members have a duty and obligation to request that of the chair. The chair in turn needs to determine if the request meets the purview of the committee or the purpose statement. Various members provided dialogue in response to the goals and responsibilities of a chair. It was mentioned when it comes to evaluating the chairperson, there are areas on the survey which address specifics on what the chair does, but it is felt there could be other areas targeted which would be beneficial to evaluate. It was noted the chair communicates on a regular basis with the vice presidents on upcoming issues or items the committee should be notified of or involved in. He also reaches out to other areas on campus for further agenda topics. It was also expressed that the collaborative effort of making the activity calendar has been a positive step in keeping the committee informed of areas of interest which are up and coming.

7. In an effort to guide the presentations throughout the year and maintain a consistent approach that the committee has developed the Annual Activities Calendar. This document will provide all members and the campus community a blueprint of items that PBC regularly addresses.
8. A number 15 question will be added to the survey to ask for any additional information or comments.

### **PBC Statement of Purpose 2<sup>nd</sup> Review** – R. Natividad

1. The purpose statement was reviewed and suggested changes were made to the last sentence. Changes were suggested so it would read as follows: The PBC makes recommendations to the President on all planning and budgeting issues and reports committee activities to campus constituencies. This change will be reflected on the next agenda.

### **PBC Yearly Goals** – R. Natividad

1. Some goals were sent to the chair for consideration. One of the goals was to continue to review the areas of facilitation and assure we have the correct experts in the specific areas to address the committee.
2. One goal is to conduct an evaluation of the planning and budgeting process. This will be a goal of the committee for this year. Another one is to review and endorse the Comprehensive Master Plan and sub plans to assure they are supportive, integrative, implementable, and achievable.
3. New members to the PBC will now receive a welcome packet with pertinent information.
4. In terms of the self-evaluation for the committee, it was recommended we conduct a campus-wide survey which would be disseminated to the campus community. It was noted before the survey would be distributed, it will be presented to the PBC first for their feedback. It was noted this survey should be done in the fall as it would be too much work to do in the spring. Concern was expressed about administering the survey in October because there will be no PBC meeting on October 15 and a review of the survey was needed. It was noted the accreditation team will be visiting the college on October 29 and they would like to visit the PBC. It was decided the October 15 meeting will be moved to October 29 and the evaluation survey can be discussed at this meeting.
5. It was announced that all the collegial consultation committees have agreed to have a web page. There needs to be a template so every committees look is consistent. A goal for the PBC is to revise our web page so it is consistent with the other areas.

### **Approval of the September 3, 2015 Minutes**

1. A clarification was noted under PBC Evaluation Overview, #3. **Delete:** out lining, **change to:** other.
2. The minutes were approved with noted changes and will be posted to the website.

### **Adjournment** – R. Natividad

1. The meeting adjourned at 1:40 p.m. The next meeting is scheduled as a special session meeting for **October 29, 2015, at 1:00 p.m.,** in Library 202.